

**UPPER BURRELL TOWNSHIP  
ANNUAL ORGANIZATION MEETING  
3735 SEVENTH STREET  
NEW KENSINGTON, PA 15068  
JANUARY 3, 2022**

Supervisor Michael P. Conley with the Pledge of Allegiance called the meeting to order at 7:00 p.m. Present at the meeting were Supervisors Kenneth R. Slahtovsky, Ross G. Walker, III (call in) Engineer, David Kerchner, Solicitor, John Pallone and Secretary, Melissa Cortileso. These appointments were made and voted upon as follows:

**BOARD OF SUPERVISORS - ELECTION OF OFFICERS**

**CHAIRMAN OF THE BOARD:** Ross G. Walker, III. Motion made by Mr. Slahtovsky second by Mr. Conley. All in favor. Motion passed 2-0. Walker abstained.

**VICE-CHAIRMAN:** Michael P. Conley. Motion made by Mr. Walker second by Mr. Slahtovsky. All in favor. Mr. Conley abstained. Motion passed 2-0.

**APPOINTMENTS: Motion made by Walker second by Slahtovsky to approve appointments A – S. Excluding G, Norm George, Sewage Enforcement Officer. All in favor. Motion passed 3 – 0.**

- A) TOWNSHIP SECRETARY:** Melissa Cortileso.
- B) RIGHT TO KNOW OFFICER:** Melissa Cortileso.
- C) SOLICITOR:** Stephen Yakopec, Jr. at a rate of \$100 per hour.
- D) ENGINEER:** Bankson Engineers – Dave Kerchner at the company rate for services.
- E) ACT 511 TAX COLLECTOR:** Melissa Baronie as collector of Per Capita and Local Service Tax for the year 2021.
- F) ACT 511 DELINQUENT TAX COLLECTOR:** Collection Service Center as collector of Delinquent Act 511 taxes for the year 2021.
- G) SEWAGE ENFORCEMENT OFFICER:** Professional Code Services, Norm George. Excluded
- H) ALTERNATE SEWAGE ENFORCEMENT OFFICER:** Tim Neal – Excluded
- I) ANIMAL CONTROL:** Hoffman Kennels, Inc.
- J) EMERGENCY MANAGEMENT COORDINATOR:** David Knox.
- K) VACANCY BOARD MEMBER:** Timothy Weitzel.
- L) CODE ENFORCEMENT OFFICER, ZONING OFFICER, and BUILDING INSPECTOR:** Professional Code Services, Scott Chermak.
- M) DEPOSITORY OF FUNDS:** First National Bank.
- N) ROADMASTER:** Michael Conley and Kenneth Slahtovsky.
- O) INDEPENDENT AUDITORS:** DeBlasio and DeBlasio.
- P) ZONING HEARING BOARD SOLICITOR:** Harlan Stone.
- Q) PLANNING COMMISSION:** Tom O'Brien, to a four year term which will expire the first Monday of January 2025.
- R) ZONING HEARING BOARD MEMBER:** Pete Raspanti to a three-year term, ending January 2024.
- S) DEPUTY TAX COLLECTOR:** Joyce Ewing for the year 2022.

**ORGANIZATIONAL BUSINESS: Motion made by Walker second by Conley to approve the business A thru I. All in favor. Motion passed 3 – 0.**

- A) Establish Regular Meetings of the Board of Supervisors as the first Wednesday of every month beginning at 7:00 p.m., and Planning Commission Meetings as the third Tuesday of every month beginning at 7:00 p.m., with the exception of the month of May which will be held on, Wednesday, May 19, 2021. All meetings will be held at the Township Municipal Building.
- B) Establish office hours as 8:00 a.m. until 4:00 p.m., Monday through Friday.
- C) Treasurer's Bond for 2022 in the amount of \$1,000,000.00.
- D) Authorize the Treasurer to pay the Payroll bi-weekly and the bills weekly.
- E) Set the mileage reimbursement for 2022 at the established IRS rate.
- F) Approve the 2022 Wage Schedule for Township Employees, retroactive to the beginning of the current pay period.
- G) Approve the Police Compensation as set by the second year of their five year contract, retroactive to the beginning of the current pay period.
- H) Approve the 2022 Full-Time Benefit Schedule for Township Employees, retroactive to the beginning of the year.
- I) Approve appointments in resolution format and number at Resolution No. 1 of 2022.

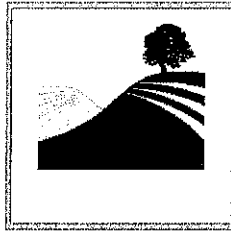
**OPEN TO THE FLOOR – PUBLIC COMMENT: None**

**ADJOURNMENT OF THE ORGANIZATIONAL MEETING:**

Mr. Walker made a motion to adjourn second by Mr. Slahtovsky. Meeting adjourned at 7:04 p.m.

Minutes submitted by: Melissa Cortileso

Next meeting will held on Wednesday, February 2, 2022



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**REGULAR MEETING OF THE  
UPPER BURRELL SUPERVISORS  
MONDAY, JANUARY 3, 2022  
MEETING ROOM, 3735 - 7<sup>TH</sup> STREET ROAD**

Board of Supervisors, Chairman, Ross G. Walker, III, called the regular meeting of the Upper Burrell Township Supervisors to order at 7:00 pm.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:** The following members of Council responded to roll call:

**Present:**           **Ross G. Walker, III, Present**  
                          **Michael P. Conley, Vice Chairman**  
                          **Kenneth R. Slahtovsky, Supervisor**

**Also present:** David Kerchner, Engineer  
                          Melissa A. Cortileso, Secretary  
                          John Pallone, Solicitor

**OPENING OF BIDS – None**

**OPEN TO THE FLOOR –**

Joyce Ewing, 201 Stoney Hill Road, asked why there was difference in the reporting amount for the General Fund from month November to December on the Financial Report.

Cari Armstrong, 260 Upper Drennen Road, also asked about the beginning balance.

**APPROVAL OF THE MINUTES**

Motion made by Walker, second by Slahtovsky to approve the minutes of the December 1, 2021, regular meeting. Motion passed 3-0.

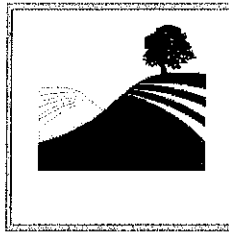
**CORRESPONDENCE**

Chairman Walker asked Mrs. Cortileso, to review the correspondence from the month. Mrs. Cortileso reviewed the items that were listed on the agenda.

**ROAD REPORT –** Supervisor Slahtovsky reported most of the time was spent cleaning up trees, cleaning out ditches and culverts and maintaining equipment.

**POLICE REPORT – None**

**EMC REPORT – None**



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**ENGINEERS REPORT –**

Dave Kerchner reported that they did complete the review of the Roger’s Compressor Station and did submit a letter on December 23, 2021, to the Planning Commission.

Slahtovsky asked Kerchner if he could reach out to the Dollar General in regards to the condition of the road. Slahtovsky stated he understood that nothing could probably be done until spring. Kerchner replied that he will contact the Dollar General Engineer.

**PLANNING COMMISSION -**

Roger’s Compressor Station – Land Development Application and Conditional Use Request

The Commission members have been informed by Bankson Engineers that neither they nor Scott Chermak have completed their review of the application prior to our December meeting. Action on this submission will be tabled until the January 2022 meeting.

Dollar General Discussion with Amy Cromie

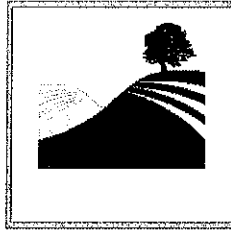
Amy Cromie attended the meeting to discuss a number of her concerns related to the construction of the Dollar General site. She said construction vehicles and machines have been unloading on Dewey Drive and is concerned about damage to the roadway. She also was concerned about what appears to be excessive lighting overflow from site lighting and noise from the building HVAC system that is on the roof. She also requested that the new wooden fence along Dewey Drive be extended and angled toward Route 780 to block the view of the building from her property along Dewey Drive. The Commission indicated that these items could be discussed with Bankson and the building inspector after construction is completed. She was told that at this date the certificate of occupancy has not been issued since a number of punch list items still remain.

Received correspondence from Bankson Engineers in regards to Hyperion-Midstream, LLC- Rogers Compressor Station Conditional Use Application and Land Development Application. Stating that recommendation for Preliminary Approval of the Land Development Plan may be granted by the Planning Commission in accordance with §292-14 A (2) of the Subdivision and Land Development Ordinance, conditioned upon satisfactory receipt of the information to be provided, as delineated in A, through H and evidence that all permits necessary for development of the site have been submitted to the Commonwealth of Pennsylvania, Westmoreland County and Township’s regulatory authorities when they are submitted.

Received comments from Scott Chermak, Professional Code Services, stating that he has not identified any zoning deficiencies on the application and supporting documentation.

**SOLICITORS REPORT –**

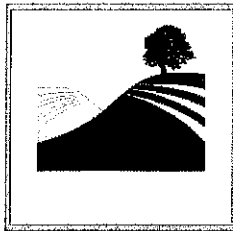
Solicitor Pallone on Solicitor Yakopec’s behalf thanked the board for reappointment.



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## NEW BUSINESS

- A. A motion was made by Walker second by Conley to adopt Resolution #2-2022, the general fee schedule, costs, charges and expenses pursuant to Township Ordinance for the year 2022. Motion passed 3 – 0.
- B. A motion was made by Walker second by Slahtovsky to adopt Resolution #3-2022, to appoint Melissa A. Cortilesio, Secretary, as the authorized representative to make requests upon and receive any and all tax information and records from Berkheimer Associates. Motion passed 3 – 0.
- C. A motion was made by Walker second by Conley to adopt Resolution #4-2022 adopting the Sewer Disposal System fees for the year 2022. Motion passed 3 – 0.
- D. A motion was made by Walker second by Slahtovsky to adopt Resolution #5-2022, to appoint Melissa A. Cortilesio, Secretary as the delegate to the Westmoreland County Tax Collection Committee and Greg Primm as the designated alternate for the year 2022. Motion passed 3 – 0.
- E. A motion was made by Walker second by Conley to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2021 for the Township Records. Motion passed 3 – 0.
- F. A motion was made by Walker second by Slahtovsky to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2021 for the Tax Collector Records. Motion passed 3 – 0.
- G. A motion was made by Walker second by Conley to assign the address to the Calliope Well Pad as per Westmoreland County Department of Public Safety as 815 White Cloud Road. Motion passed 3 – 0.
- H. A motion was made by Walker second by Slahtovsky to assign the new address to Megan Kocianski as per Westmoreland County 911 Addressing Agency, said address will be 103 Stewart Lane, New Kensington, PA. Motion passed 3 – 0.
- I. A motion was made by Walker second by Slahtovsky to accept with regrets the resignation of Part Time Patrolman, Michael Friend. Motion passed 3 – 0.
- J. A motion was made by Walker second by Conley to grant permission to the Westmoreland County Election Bureau to use the Township Building for the polling location for Precinct Numbers 288 & 289 on Tuesday, May 17, 2022, for the General Primary and Tuesday, November 8, 2022 for the General Election. Motion passed 3 – 0.



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- K. A motion was made by Walker second by Slahtovsky to accept with regrets the resignation of Part Time Patrolman, Adam Drake. Motion passed 3 – 0.
  - L. A motion was made by Walker second by Conley to accept and approve Ordinance #1-2022, Storm water ordinance. Motion passed 3 – 0.
  - M. A motion was made by Walker second by Slahtovsky to accept with regrets the resignation of Elected Auditor, Sabina Romito. Motion passed 3 – 0.
  - N. A motion was made by Conley second by Walker to pay all the bills and accept the financial report for the month of December 2021.

#### **OPEN TO THE FLOOR**

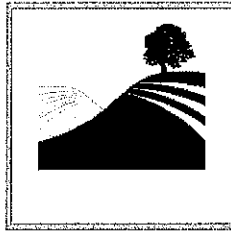
Dan Myers, 200 Barnview Drive, asked what the status of the \$39,000 donation that was made to the Township by Olympus Energy. Conley replied a new generator was purchased for the Township Building. Myers asked why not use the monies to fix the acoustics in the building. Conley stated some time back he asked Myers about the building interior and Myers stated worry about what is going on outside. Myers stated he did not recall that conversation and if so must have been misunderstood as what he meant.

Myers also stated that the Township has a \$400,000 police budget and there has not been a police report given at the last two meetings. A small discussion took place in regards to the amount of policeman working. Conley stated there are currently 2 Fulltime Patrolman and 1 Part Time Patrolman and not all the shifts can be filled so currently the State Police will be covering during that time. Conley there will be a report next month.

Jeff Ewing, 201 Stoney Hill Road, asked some questions in regards to the new Stormwater Ordinance. Kerchner replied that there has been a statewide and county push to bridge the gap between communities. Kerchner replied the township does have its own Stormwater ordinance but did elect to adopt the Statewide mandate which was prepared by the Conservation District.

Dave Knox, 1307 Oak Lake Road, voiced his concern in regards to the well truck traffic on White Cloud Road. Mr. Knox stated that he bought his home over 10 years ago in this quiet community and as of the last 4 years that has not been the way it is. Knox stated that there is truck traffic 24 hours a day on White Cloud Road. Knox stated they use their Jake brake and speed constantly.

Kim Price, Olympus Energy, stated that what is happening now is the Completion phase which should wrap up around 1/25/2022. Price stated the traffic is heavy due to using recycled water at the well site. Price stated she will reach out in the morning to remind



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the drivers of their speed and using of the brake. Slahtovsky stated that he has also noticed this with the drivers.

Dave Kerchner asked if the new water system is being used. Price replied yes.

Joyce Ewing, 201 Stoney Hill Road, asked if the project going up Bethesda Road is complete. Price replied that was not there project, it was New Kensington Water Authority, however she did believe that the large portion of the project is completed. Ewing stated about the fire hydrant use.

### **Adjournment**

A motion was made by Walker second by Conley to adjourn, meeting adjourned at 7:45 p.m.

Minutes Submitted by: Melissa A. Cortilesio,

Note\*\*\* Next monthly meeting, will be held on Wednesday, February 2, 2022, beginning at 7:00 p.m.